

CA-PMM**Project Name:** Provider Enrollment Automation Project (PEAP)**OCIO Project #:** 4260-191**Department:** Health Care Services**Reporting Period:** From: To:**Team Member to Project
Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Accomplished this week			
Planned/Scheduled Completion in Next Two Weeks			
Status Summary	Yes/No	Explanation	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

Status of Assigned Issues

Issue Number	Description	Due Date	Status
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CA-PMM

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Team Member to Project Manager

CA-PMM**Project Name:** Provider Enrollment Automation Project (PEAP)**OCIO Project #:** 4260-191**Department:** Health Care Services**Reporting Period:** From: 11/1/09 To: 11/30/09**Project Manager to Sponsor****Current Status Report**

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	We were unable to select a winning bid since all three bids came in over the project budget.	We will incur a significant schedule delay.	We submitted the SPR to the OCIO on October 7 for approval of a new schedule and a slightly reduced scope.
2. Were any key milestones or deliverables rescheduled?	Yes	We were unable to select a winning bid since all three bids came in over the project budget.	We will incur a significant schedule delay.	We submitted the SPR to the OCIO on October 7 for approval of a new schedule and a slightly reduced scope.
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			

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5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	Yes	We were unable to issue the Notice of Intent to Award.	We will incur significant schedule delay.	We submitted the SPR to the OCIO on October 7 for approval of a new schedule and a slightly reduced scope.
8. Are there any new major issues?	Yes	Since all of the bids were over budget we were unable to select a winning bid.	We will incur a significant schedule delay.	We submitted the SPR to the OCIO on October 7 for approval of a new schedule and a slightly reduced scope.
9. Are there any staffing problems?	No			

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Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	Schedule delay.	We submitted the SPR to the OCIO on October 7 for approval of a new schedule and a slightly reduced scope.
2. Do any key milestones or deliverables need to be rescheduled?	Yes	The design, development and implementation milestones and deliverables need to be rescheduled.	We submitted the SPR to the OCIO on October 7 for approval of a new schedule and a slightly reduced scope.
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	Yes	A slight reduction in scope is recommended; however, project objectives remain unchanged	We submitted the SPR to the OCIO on October 7 for approval of a slightly reduced scope.
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		

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7. Are there any scheduled tasks whose start will likely be delayed?	Yes	All design, development and implementation tasks are delayed.	We submitted the SPR to the OCIO on October 7 for approval of a new schedule.
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

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Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

Project Milestones:

List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			x	We submitted the SPR to the OCIO on October 7 for approval of a new schedule.
Milestones			x	We submitted the SPR to the OCIO on October 7 for approval of a new schedule.
Deliverables			x	We submitted the SPR to the OCIO on October 7 for approval of a new schedule.
Resources	x			
OneTime Cost	x			

CA-PMM

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Reporting Period: *From:* 11/1/09 *To:* 11/30/09

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Continuing Cost	x			
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CA-PMM

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Reporting Period: From: 11/1/09 To: 11/30/09

Project Manager to Sponsor

CA-PMM

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Reporting Period: From: 11/1/09 To: 11/30/09

Sponsor to Executive Committee

Summary Milestones and Highlights

Project Milestones:

List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.

Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			x	We have submitted the SPR to the OCIO on October 7 for approval of a new schedule.
Milestones			x	We have submitted the SPR to the OCIO on October 7 for approval of a new schedule.
Deliverables			x	We have submitted the SPR to the OCIO on October 7 for approval of a new schedule.
Resources	x			
One Time Cost	x (please see note)			We submitted the SPR to the OCIO on October 7 with a slightly reduced scope and a change in the technical solution to leverage existing department resources and knowledge. This will result in a lower development cost.

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Continuing Cost	x (please see note)			We will pursue a solution that is aligned with DHCS technical standards to reduce the potential need to contract for M&O and explore opportunities to leverage existing equipment.
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Committee****Monitoring Vital Signs Scorecard**

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	0 Green	The project sponsor and the organization are highly committed to the project.
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0 Green	We plan to leverage existing department technology with which we have experience.
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	2 Red	We have submitted the SPR to the OCIO on October 7 for approval of a new schedule.
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0 Green	
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	0 Green	
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	0 Green	
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0 Green	The project sponsor and the organization are highly committed to the project.
	Partially engaged	1		
	Inadequate engagement	2		
	Strong alignment	0		The project is aligned with DHCS
	Partial alignment	1		

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8. Strategy Alignment	Weak or no alignment	2	0	Green	Goal 6: 'Expand and Promote Use of Information Technology" by indentifying top priority systems for modernization and improvement and "Improve relationships with business partners, stakeholder groups, and policymakers" by developing and implementing an automated provider enrollment process.
9. Value-to-Business	Strong	0	0	Green	The solution will significantly reduce the Med-Cal provider application error rate, which will result in more providers to provide improved access to care.
	Medium	1			
	Weak	2			

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0	Green	N/A
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	2	Red	All milestones are delayed as we re-plan the project. We have submitted the SPR to the the OCIO on October 7 for approval of a new schedule.
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0	Green	N/A
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	0	Green	N/A
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green	N/A
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	0	Green	The team is actively engaged in the replanning effort, and decisions are being made timely.
	Moderately Effective	1			
	Ineffective	2			
Total			4	G	

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

Vendor Viability Rating Rationale

Vendors are not involved in this project.

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